

	Portales Police Department Standard Operating Procedure & Policy	SOP #	109.01
		Date Revised:	
		ADM. #	09.01 09.02 09.03
1700 N. Boston St. Portales NM, 88130	Written Directives	Effective Date	
(575) 356-4404		Approval:	Pat Gallegos, Chief of Police

I. STATEMENT OF PURPOSE

In order to fulfill the Department Goal, it is necessary to create and maintain a system through which the Portales Police Department can be effectively directed and controlled. This does not imply a disregard for the rights or abilities of the individual, but rather a structuring of the human efforts concerned with carrying out the everyday activities of the Department. As part of the overall training process, written direction must be provided to all personnel to guide and direct them in the performance of their duties. Standard operating procedures should therefore be considered only one part of the policy of the Department.

The department manual is compiled, adopted, and published on the authority of the Chief of Police for the information, guidance, government, discipline, and administration of the Police Department and its personnel. Department policy, rules and procedures may be updated by special orders or formal training, which may not be currently reflected in these manuals. Any violations of the provision or intent of these manuals may result in disciplinary charges against personnel responsible for such violations. The Department recognizes the fact that situations will occasionally arise which may mitigate such violation. Evidence of such mitigating circumstances may be considered on an individual basis when assessing the conduct of personnel of this Department.

This manual is intended only to regulate the conduct of personnel of this department and is not intended to create any higher standard of care than that required by State Law for purposes of establishing civil liability on the part of the City, the Department, or personnel of this Department.

II. PROCEDURE

The Department Manual, together with the City Personnel Manual, are the official guides to this department's organization and operations. The Accreditation Process Team is responsible for the updating and revision of the manual. The Manual is the property of the Portales Police Department and all personnel will have access to the manual through Power DMS and will sign each policy through Power DMS.

It will be the responsibility of the Accreditation Process Team to delegate to the appropriate division any revisions of the manual which may be required and which affect that respective division. It is the responsibility of each employee read and sign for all revisions to the Manual. When revisions are received, old orders bearing the same number will be archived.

Written Directives come in the following forms:

1. General Order
2. Special Order
3. Standard Operating Procedure
4. City of Portales Employee Handbook

Other correspondence comes in the following forms:

1. Memorandum
2. Memorandum to the Chief
3. Outgoing correspondence
4. Training Request
5. Equipment Request

III. GENERAL ORDERS

General Orders are permanent directives that describe departmental policy, programs and procedures which apply to one division only, more than one division, or throughout the department. Such orders take effect on the date issued and remain in effect until withdrawn or modified.

Format

Each General Order includes the following:

1. Chapter and Section Number;
2. Subject;
3. Effective date;
4. Statement of purpose (such statements usually address the questions of “what?” and “why?”);
5. Methods of operation or guidelines for performance. (The guidelines usually address the question of “how?”.)

Authority to Issue

The authority to issue, modify or approve Departmental policies rests with the Chief of Police or his designee. Staff review provides for a copy of the draft being sent to all Division Commanders for comments regarding the proposed order. The comments are sent to the Chief of Police prior to approving, disapproving, or modifying the proposed order. Division commanders have the authority to issue, modify, or approve divisional policies.

IV. SPECIAL ORDER

A special order may be used to set policy or procedures regarding a specific circumstance or event such as football games, parades, or other public gatherings. This order is temporary or self-canceling. Once the event is over the order has no effect. The same order may be reissued for each recurring event of the same nature.

When the need arises for an immediate change or amendment to a General Order, a Special Order may be used. The Special Order has the force and effect of a General Order until the change is incorporated into a General Order.

Authority to Issue

- A) When a Special Order is used to set policy or procedures to be followed during a special event, the order may be issued by the commanding officer in charge of said event.
- B) When a Special Order is issued to temporarily change or amend a General Order, it shall be issued by the Chief of Police after review to check compliance with existing laws and/or accreditation standards.
- C) When a Special Order applies only to employees in one Division, the order is issued by the commanding officer of the affected division.

Distribution

- A) When a Special Order is issued for a special event, the person originating the order distributes copies to involved personnel and posts a copy on appropriate bulletin boards.
- B) When a Special Order is issued to temporarily change or amend a General Order, it is distributed in the same way as any Manual revision. The revision is made in Power DMS.
- C) When a Special Order is issued which applies to employees in one Division, copies will be distributed by the originating officer to those employees and a copy posted on appropriate bulletin boards.
- D) Any time a Special Order is issued, a copy will be sent to the Accreditation Manager so that a permanent file can be maintained.

The Standard Operating Procedures may be used to establish procedures within a Division so long as they do not conflict with the goals, objectives and established General Orders of the Department.

Format

The SOP is written in the same format currently utilized in the General Orders.

Authority to Issue

The SOP manual is established by the Chief of Police and may include chapters or sections that address the operations of a specific division or unit within the Department.

Distribution

It is the responsibility of the Division Commanders to distribute SOP manuals and any revisions to the personnel affected. It is the responsibility of the Division Commanders to ensure that the manual is complete and up to date.

Limitations

The SOP manual affects duties and operations within the issuing Division only. Any operating procedure that directly affects another Division in whole or part, must be either agreed upon between the affected Division Commanders or submitted to be considered for inclusion into General Orders.

V. MEMORANDUM

A memorandum is a formal written method of communication used to transmit information up or down the chain of command. A memorandum may be addressed to all personnel, a small group, or to an individual. A memorandum shall not be used to change or establish departmental policy, regulation or procedure.

Authority to Issue

Memoranda may be written by any employee as needed in order to validate the memorandum, the issuing employee need only initial to the right of their name.

Distribution

When a memorandum is addressed to a small group or to an individual, the person originating the memorandum is responsible for distribution. Copies are made only for the people directly affected by that memorandum.

When a memorandum is written by an employee to the Chief of Police or

Division Commander describing an incident, the employee should send the memorandum to their immediate supervisor to be routed through the chain of command.

VI MEMORANDUM TO THE CHIEF OF POLICE

All inter-departmental memoranda submitted to the Chief of Police shall be forwarded through the chain of command with the least possible delay. The memorandum should be initialed by each supervisor in the chain of command. No officer, regardless of rank, has the authority to stop or otherwise detain any memoranda or other correspondence.

Mandatory reports to the Chief

Memoranda shall be submitted to the Chief of Police in a timely manner when:

1. Requested or ordered;
2. Appropriate for commendation/disciplinary recommendations.

VII. OUTGOING CORRESPONDENCE

Employees shall not use Department stationery for private correspondence. Employees shall not correspond in the name of the Department without permission from their Division Commander.